

## **BID SUBMISSION PACKET**

1. Please ensure all proposal forms are complete. The following items are required as part of your submission:

- ☐ Section 00 41 01 – Bid Cover Sheet and Reference List
- ☐ Section 00 41 13 – Form for Bid
- ☐ Section 00 43 13 – Bid Bond Form
- ☐ Section 00 43 22 – Unit Price Form
- ☐ Section 00 45 17 – Certification of Massachusetts Tax Compliance
- ☐ Section 00 45 19 – Certificate of Non-Collusion
- ☐ Section 00 45 43 – Certificate as to Corporate Bidder and Certificate of Authority
- ☐ Section 00 45 50 – Public Contractor Non-Debarment and OSHA Compliance Certifications
- ☐ 5% Bid Deposit

2. Bids shall be submitted on the Bid Forms furnished herein. The Bid shall be completely filled in, signed, enclosed in an envelope, sealed, and plainly marked with the Bidder's name, address, and telephone number and the name of the Project. Bids will be valid only when accompanied by a bid deposit in accordance with the requirements of Section 00 20 00, Article 5. The Bid shall be filed with the **Town of Maynard** Department of Public Works, 195 Main Street, Maynard, MA. The Bid shall be filed before the stipulated time on the date stipulated in the Advertisement. Bids received after precisely the stipulated time will not be accepted and will be returned unopened.

3. Bids shall be for the complete work as specified. The Bidder shall be selected on the basis of such Bids.

4. Every Bid shall be accompanied by a bid deposit in the form and amount specified in Section 00 20 00, Article 5.

5. A labor and materials payment bond, of a surety company licensed by the Division of Insurance to do surety business in the Commonwealth of Massachusetts and included on the U.S. Treasury list of approved sureties (see Circular 570), and satisfactory to the **Town**, in the sum of **50%** of the Contract Price, will be required of the successful Bidder.

6. Subject to the provisions in paragraph 14.5.1, and the requirements of the Bidding Documents, if the **Town** elects to award the contract, the **Town** will award it to the lowest responsible and eligible Bidder who submits a Bid, without conditions or exceptions, which conforms in all material respects with the requirements of the Bidding Documents, as determined solely by the **Town's** and the **Designer's** evaluation of the Bid Form, Bid Form Attachments and Bidder-provided documents.

7. Determination of the lowest Bidder shall be on the basis of the sum of the Base Bid and any Alternates accepted by the **Town**.

8. Upon evaluation of the Bids of those Bidders remaining for consideration for the award, if the **Town** disqualifies any Bidder for the award, the **Town** will give written notice of the disqualification to that Bidder.

9. Except in circumstances leading to a determination obviously in error or inconsistent with the Bidding Documents, discrepancies or non-conformance on the Bid Form shall be resolved as follows: (a) between words and figures, the written words are binding on the Bidder, (b) between any sum, indicated by the Bidder, and the correct sum, the correct sum is binding on the Bidder; (c) between the product, indicated by the Bidder, of any quantity and bid unit price and the correct multiplication of the unit price times the quantity of Unit Price Work, the unit price bid is binding on the Bidder, and (d) if a Bidder fails or neglects to enter a Bid price in both words and figures, the Bid price entered, whether in words or figures, will be binding on the Bidder.

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**TOWN OF Maynard**  
**BID SHEET**

Project: **IMPROVEMENTS TO MARBLE FARM HOMESTEAD**  
Bids Due: **April 19, 2022 by 10:00 AM**

The Town reserves the right to reject any and all bids. In addition, the Town reserves the right to reject the bid of the successful bidder if they cannot at any time meet the Town's schedule or requirements and to award the bid to the next lowest bidder.

Pursuant to G.L. c.62C, §49A, I certify hereby in writing, under penalties of perjury, that the within named Bidder/Contractor has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

The undersigned Bidder hereby certifies under penalties of perjury, as follows: (1) that he/she is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (2) that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and (3) that all employees to be employed in the work subject to this bid have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration.

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

The undersigned bidder hereby certifies, under pains and penalties of perjury, that the foregoing bid is based upon the payment to laborers to be employed on the project of wages in an amount no less than the applicable prevailing wage rates established for the project by the Massachusetts Department of Labor and Workforce Development. The undersigned bidder agrees to indemnify the awarding authority for, from and against any loss, expense, damages, actions or claims, including any expense incurred in connection with any delay or stoppage of the project work arising out of or as a result of (1) the failure of the said bid to be based upon the payment of the said applicable prevailing wage rates or (2) the failure of the bidder, if selected as the contractor, to pay laborers employed on the project the said applicable prevailing wage rates.

This bid includes the work under the original specification, as well as, all addenda issued up to and including \_\_\_\_\_. (contractor to write in Addenda number)

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

SIGNED BY \_\_\_\_\_

PRINTED NAME AND TITLE \_\_\_\_\_

DATE \_\_\_\_\_

## REFERENCE LIST

Please list three similar projects that have been completed.

Owner:  
Address:  
City,State,Zip:  
Contact:  
Phone:  
Contract Amount:

Owner:  
Address:  
City,State,Zip:  
Contact:  
Phone:  
Contract Amount:

Owner:  
Address:  
City,State,Zip:  
Contact:  
Phone:  
Contract Amount:

## SECTION 00 41 13: FORM FOR BID

**PROJECT TITLE: IMPROVEMENTS TO MARBLE FARM HOMESTEAD, Maynard, MA**

**CONTRACTOR:** \_\_\_\_\_

**CONTRACTOR PHONE NUMBER & EMAIL:** \_\_\_\_\_

TO THE AWARDING AUTHORITY, acting in the name and on behalf of the Town of Maynard:

- A. The undersigned proposes to furnish all labor and materials required for the Project specified above, located in Maynard, Massachusetts, in accordance with the accompanying Contract Documents, plans and specifications prepared by the Town of Maynard and their consultant:

\_\_\_\_\_

for the Contract Price specified below, subject to additions and deductions, according to the terms of the Contract Documents. **The Contract Price includes all Allowances as outlined in Section 01 21 00.**

- B. The bidder acknowledges the following addendum / addenda: \_\_\_\_\_  
Maynard

- C. The proposed Base Bid Contract Price (Grand Total written in words) is: \_\_\_\_\_  
\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)

- D. The following are ALTERNATES which, if adopted by the Town, shall either increase or decrease the Contractor's base bid contract price and lump sum bid. The Town reserves the right to determine the lowest eligible bidder on the basis of the base bid or the adoption of the ALTERNATES, selected in order, and in combination with the base bid. (For example: Base Bid, Base Bid + Alternate 1) **See Specifications Section 01 23 00, Alternates, for instructions.**

<u>FOR ALTERNATE NO.</u>	<u>ADD</u>
1 – ADD the furnishing and installation of the custom interpretive signage (metal frame, footing, and HPL or Fiberglass-Embedded Graphic Panel) and DEDUCT the relocation and reinstallation of the salvaged existing sign post as shown on sheet L2.0 and Detail 3/L5.1	\$ _____ <u>Written:</u> _____
2 – ADD the furnishing and installation of the recycled plastic timber boardwalk/bridge and associated surfacing and footings as shown on Sheets L2.0, L3.1, L4.0, and Detail 5/L5.0	\$ _____ <u>Written:</u> _____
3 – ADD the furnishing and installation of four (4) bicycle racks, associated footings, and the indicated area of stabilized stone dust paving, and ADD the indicated associated removals as necessary, as shown on Sheets L1.0, L2.0, L3.1, L3.2, L4.0, and Details 1/L5.0 and 4/L5.1	\$ _____ <u>Written:</u> _____

E. The undersigned agrees that if s/he is selected as the Contractor, s/he will within ten (10) days, Saturday, Sunday and legal holidays excluded, after presentation thereof by the **Awarding Authority**, execute a Contract in accordance with the terms of this Bid and furnish a labor and materials payment bond, of a surety company licensed to do business under the laws of the Commonwealth; appearing on the U.S. Treasury List of Approved Sureties; satisfactory to the **Awarding Authority**; and in the sum of fifty percent (50%) of the Contract Price, the premiums for which are to be paid by the Contractor and are included in the Contract Price.

F. The undersigned hereby certifies that s/he is able to furnish labor that can work in harmony with all elements of labor employed or to be employed on the Work; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least ten (10) hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that s/he will comply fully with all laws and regulations applicable to awards made subject to M.G.L. 30, §39M.

G. Names and addresses of all persons interested in this bid, as principals other than the undersigned, are as follows:

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H. The Bidder is (a/an) \_\_\_\_\_  
(Indicate: Individual, Partnership, Corporation, Joint Venture, or Trust)

1. If the Bidder is a Partnership, state names and residential addresses of all partners:

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2. If Bidder is a Corporation, complete the following:

Corporation is incorporated in the State of \_\_\_\_\_

President: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Place of Business: \_\_\_\_\_  
(Street, City, and State)

(a) If the Bidder is a Foreign Corporation, also complete the following:

The Power of Attorney required by M.G.L. Laws, Chapter 181, Section 4, was filed on:

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The Certificate and copy of its Charter, Articles of Incorporation required by M.G.L. Chapter 181, Section 4, were filed on:

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3. If the Bidder is a Joint Venture, state the names and business addresses of each person, firm, or company that is party to the joint venture:

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A copy of the Joint Venture Agreement will be delivered to the Award Authority on request, and is on file at:

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4. If the Bidder is a Trust, state the names and residential addresses of all Trustees:

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The Trust Documents will be delivered to the Award Authority on request, and are on file at:

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5. List here, or attach a separate sheet listing all ongoing projects, and projects completed within the past three years on which you served as General Contractor, and the name of the Designer or Owner's Representative:

<u>Project</u>	<u>Designer/Owners Rep.</u>	<u>Tel. No.</u>	<u>Contract Amount</u>
			\$
			\$
			\$

6. Bank References: \_\_\_\_\_

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7. If the business is conducted under any title other than the real name of the owner, state the time when and place where the Certificate required by M.G.L. Chapter 110, Section 5, was filed:

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8. The Federal Social Security Identification Number of the Bidder (the number used on Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941) is:

- I. The undersigned offers the following information as evidence of his/her qualifications to perform the work as bid upon according to all requirements of the plans and specifications:

1. Have been in business under present business name \_\_\_\_\_ years.

2. Ever failed to complete any work awarded? \_\_\_\_\_ Explain:

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3. Has your organization been restructured or operated under a different name in the past three (3) years?

a. What was the name of the company?

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b. What was the reason for the restructuring or name change?

\_\_\_\_\_

c. If your company was restructured due to financial hardships or challenges, please explain the circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of M.G.L. Chapter 29, Section 29F, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated there under.

Date: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Name of Individual Signing Bid and Title)

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Do you have any answering service: Yes \_\_\_\_\_ No \_\_\_\_\_

**END OF SECTION 00 41 13  
FORM FOR BID**



## SECTION 00 43 13: BID BOND FORM

TOWN OF MAYNARD, OFFICE OF THE TOWN ADMINISTRATOR

KNOW ALL PERSONS BY THESE PRESENTS

That \_\_\_\_\_  
of \_\_\_\_\_,  
as **PRINCIPAL**, and \_\_\_\_\_,  
a \_\_\_\_\_ Corporation, as **SURETY**, are held firmly bound unto the Town of Maynard, acting by  
and through its Office of the Town Administrator, as **OBLIGEE** in the sum of  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_), for the  
payment of which sum, well and truly to be made, the **PRINCIPAL** and **SURETY** bind themselves, their heirs, executors,  
administrators, successors and assigns, jointly and severally, firmly by these presents.

**WHEREAS** the **PRINCIPAL** has submitted a bid for \_\_\_\_\_

**NOW, THEREFORE THE CONDITION OF THIS OBLIGATION** is such that if the bid of the aforesaid  
**PRINCIPAL** shall be awarded the Contract for the above-cited project, the **PRINCIPAL** will enter into a Contract with the  
**OBLIGEE** in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or  
Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt  
payment of labor and material furnished in the prosecution thereof, then this **OBLIGATION** shall be null and void.  
**OTHERWISE**, the **PRINCIPAL** and **SURETY** will pay unto the **OBLIGEE** the difference in money between the amount of  
the bid of the said **PRINCIPAL** and the amount for which the **OBLIGEE** legally contracts with another party to perform the  
work covered by said bid, if the latter amount be in excess of the former, but in no event shall liability exceed the penal  
sum hereof.

IN WITNESS WHEREOF, the parties have signed, sealed and delivered this instrument at Maynard, MA this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Name of **PRINCIPAL**) (Affix Corporate  
Seal HERE)

\_\_\_\_\_  
(Signature/Title of **PRINCIPAL**)

\_\_\_\_\_  
(Name of **SURETY**) (Affix Corporate  
Seal HERE)

\_\_\_\_\_  
(Attorney-in-Fact)

[Attach Power of Attorney to this page]

**END OF SECTION 00 43 13  
BID BOND FORM**

**SECTION 00 45 17**

**CERTIFICATE OF COMPLIANCE WITH**  
**MASSACHUSETTS TAX LAWS**

Pursuant to Massachusetts General Law Chapter 62C, Section 49A, the undersigned acting on behalf of the Contractor\*, certify under penalties of perjury that to the best knowledge and belief, the Contractor\* is in compliance with all laws of the Commonwealth relating to taxes, reporting of employee and contractors, and withholding and remitting child support.

**Individual**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name (please print or type) Social Security Number

**Corporate**

\_\_\_\_\_  
Corporate Name (please print or type)

\_\_\_\_\_  
Signature of Corporate Officer Date

\_\_\_\_\_  
Name of Corporate Officer (please print or type) Title

\_\_\_\_\_  
Taxpayer Identification Number

1. As used in this certification, the word "Contractor" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

**SECTION 00 45 19**

*Town of Maynard, Massachusetts*

**CERTIFICATE OF NON-COLLUSION**

**REVENUE ENFORCEMENT AND PROTECTION ACT**

Massachusetts General Laws, Chapter 701 of the Acts of 1983, requires that each bidder must certify as follows:

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

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Signature of individual submitting bid or proposal

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Name of Business (please type or print)

**SECTION 00 45 43.01**

**CERTIFICATE AS TO CORPORATE BIDDER**

I \_\_\_\_\_  
certify that I am \_\_\_\_\_ of the  
Corporation named as Bidder in the within Bid Form that  
\_\_\_\_\_ who signed  
said Bid Form on behalf of the Bidder was then  
\_\_\_\_\_ of said Corporation; that I know his signature and  
that his signature hereto is genuine and that said Bid Form was duly signed, sealed, and  
executed for and on behalf of said Corporation by authority of its Board of Directors.

(Corporate Seal)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

This Certificate must be completed where the Bidder is a Corporation, and should be so completed by its Clerk. In the event that the Clerk is the person signing the Proposal on behalf of the Corporation, this Certificate must be completed by another Officer of the Corporation.

**SECTION 00 45 43.02**

**CERTIFICATE OF AUTHORITY**

At a duly authorized meeting of the Board of Directors of the

\_\_\_\_\_ held on \_\_\_\_\_  
(Name of Corporation) (Date)

it was voted that:

\_\_\_\_\_ (Name) \_\_\_\_\_ (Officer)

Of this company, be and he/she hereby is authorized to execute contracts and bonds in the name and on behalf of said company, and affix its corporate seal hereto; and such execution of any contract or obligation in this company's name on its behalf by such \_\_\_\_\_ under seal of the company,  
(Officer)

Shall be valid and binding upon this company.

A true copy,

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_

PLACE OF BUSINESS: \_\_\_\_\_

DATE OF THIS CONTRACT: \_\_\_\_\_

I hereby certify that I am the clerk of the \_\_\_\_\_  
(Name of Corporation)

And that \_\_\_\_\_ is duly elected \_\_\_\_\_  
(NAME) (POSITION)

Of said company, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

\_\_\_\_\_  
(CLERK)  
CORPORATE SEAL:

**SECTION 00 45 50**

**PUBLIC CONTRACTOR DEBARMENT**

The undersigned certifies under penalty of perjury that the below named contractor is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

**OSHA TRAINING**

Pursuant to G.L. c. 30, §39S, the Contractor hereby certifies under penalties of perjury as follows:

Contractor is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work;

All employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and they shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and

All employees to be employed in the work subject to this contract have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration.

**COMPLETE AND SIGN BELOW:**

\_\_\_\_\_  
Authorized Person's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title of Signatory

\_\_\_\_\_  
Name of Contractor

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